SECRET CONFIDENTIAL 1950

METADRAKUTH FOR: AIXO AUD ALIC

VIA:

The Joint Training Committee

SUBJECT:

bevision of Training Division Table of Organization

- 1. There is attached bereto a revised I/O for the Training Division representing the views of the Training Division regarding changes necessary to be sade in order for TAD to function efficiently in meeting its present requirements. It does not represent changes which may be necessary in the event of a greater training load than that definitely foresees at the present time.
- 2. Excluding the Assessment Staff, which is being separately considered, there are a total of eighteen additional alete requested. These additional slots, as well as any change-in-grade ratings of other positions are as indicated below.

OFFICE OF THE CHIEF AND STAFFE.

1. An Assistant Administrative Officer at Oracle Of-11 has been added as well as a Pile Clerk-Typist at Grade OF-). The grade rating of the Administrative Officer has been increased to OS-13. In the event of mobilisation and the resulting expansion of the training requirements, this position would become the Deputy for Administration to the Chief, TiO. Position to has been re-classified as an Administrative Argistant at 05-7. The increases are necessitated by the increase in quantity and variety of responsibilities clased with the Training Division in the past six months. Document No.

SECOND AND EVALUATING LIATT:

1. No change.

THAIRING MATERIALS STAFF:

NO CHANGE in Class.

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Class. CHANGED TO:

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s @ 3 pm" DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

1. Three new positions have been added. They arryen Information and Editorial Assistant at grade (8-9; a Document Control Officer at grade 05-7; and an Education Specialist (Visual) at grade 05-7. The following changes in grade rating have been made: Ordef from 05-12 to OG-13: Training Research Materials Officer from CS-11 to CS-12: two Education Specialists (Research) from grade 05-9 to 05-11; Information and Editorial Specialist from grade OF-7 to OF-11; Librarian from OF-4 to 05-5. When the present 1/0 was originally considered, the Training Exterials Staff was an Thovation. Since there was no precedent, only as

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estimate could be given as to the number of slots meeded, daties to be performed, and grade ratings regulard. The changes reconstrated are based on the experience of the past eight months.

SPICIAL PROJECTS COLVE

1. The principal additions to the TED TVO are contained in this Staff which is entirely new. It consists of a total of six persons as follows:

Plane Officer Operations Implicits Officer (foreign nationals) of Emetracion (special training) Occupant (stanography) Clerk-stanography
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- 2. This Staff has been specially formed to serve the Chief, TO as a special plane and operations section. This has been as necessary by reason of the many survices and dubles required of TRO in addition to its normal training function. These widitional duties are in brief and partially as follows:
 - a. Instructor training and guidance instruction.
 - b. Advice and qualitance to the operating divisions of OSC and OFC regarding special training of indigenous personnel eversess.
 - c. Planning, coordination and/or conduct of the training of foreign personnel within the continental baited States.
 - d. Conduct of special training for OSO/OFC staff personnal andh as the Bapid Resding Course.

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- f. Training linion with outside agencies.
- g. Compilation of special manuals for the use of CDRO/OFC staff case officers in special oversess training.
- h. Proparation of much lies to No and OPC training requirements upon mobilization.
 - i. Training of 000/000 reserve paramount for not lineation.





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STAFF TRAINING BEANCH:

1. There has been no change in the OC, the AOC, or in the

instructor slots have been increased in rating by raising a G-11 slot to GS-12 and a GS-9 slot to GS-11. In the SOC two clerical slots at grade GS-5 have been changed to one GS-4 and one GS-6 in order to conform to the other instruction course training clerk ratings. The position of Chief Instructor, SOC and his deputy have each been increased in grade rating to GS-13 and GS-12 respectively. In the ASTS two additional slots have been added, each at grade GS-13. They are a chief instructor each in ESCAPE AND EVASION, and INTERNATIONAL COMMUNISM. The position of Training Assistant, ASTS has been increased in grade rating to GS-6. The BISC has been abolished as such and has been replaced in part by the Study Course headed by a GS-12 slot.

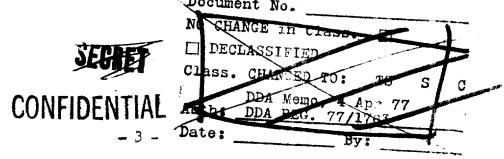
- 2. All Chief Instructors for the various Advanced Specialized Training courses dealing with the specialized missions and tasks of OSO and OFO have been given increased responsibilities and functions. They include now:
 - a. The conduct of tutorial staff training projects in the specialized activities of OSO/OPC.
 - b. The planning, preparation, and conduct of Advanced Specialized Training courses when required.
 - c. Participation in other STB courses when and where their specialized experience might contribute to a greater effectiveness of such courses.
 - d. As required, assist in specialized covert training projects.
 - e. The coordination of doctrine within TRD in the various specialized fields of OEO and OPC operations.

COVERT TRAINING BRANCH:

has been added. In the two additional two additional instructor slots at Grade GS-12 have been added. The additional slots are required by the increase in OPC covert specialized training requirements.

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